

TUTORIAL FOR THE
2011 FACULTY ANNUAL PERFORMANCE REVIEWS
FOR CALENDAR YEARS 2010 AND 2011

Faculty are required to prepare, **in PDF format**, documents for their Curriculum Vitae and Teaching Portfolio (for teaching faculty) for calendar years 2010 and 2011.

These documents will be uploaded via a new web application.

In addition, faculty may complete an optional self-evaluation within the new web application. The optional self-evaluation will provide faculty the ability to provide a self-rating, document strengths and improvement suggestions. It is suggested that text for the strengths and improvement suggestions be prepared ahead of time and pasted into the web application text boxes.

If you have questions, please send an email to AG-EVAL-L@LSV.UKY.EDU

The On-Line Faculty Evaluation System is found at the following URL:

<http://www.ca.uky.edu/facultyapr>

Log into the application using your LinkBlue credentials.

This is the same ID and password you use for Exchange @ UK



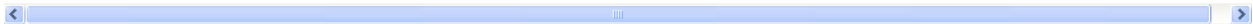
Please sign on using your [LinkBlue](#) credentials.

This is the same ID and password you use for Exchange @ UK.

ID:

Password:

For questions or assistance, please email: AG-EVAL-L@LSV.UKY.EDU



Once successfully logged into the system, you are placed at the Home / Checklist page.

This page indicates the progress in uploading your CV and Teaching Portfolio documents as well as the optional self-evaluation. The first time you log into the system, these items will not be present (indicated by the red X).

THE UNIVERSITY OF KENTUCKY College of Agriculture

UK Ag On-Line Faculty Evaluation System for calendar years 2010 & 2011

Home / Checklist My Performance Information Logout

Click the "My Performance Information" link in the black navigation bar above to manage your information.

Performance Item Checklist:

- ✘ Curriculum Vitae PDF document not yet uploaded. This must be prepared as a PDF document then uploaded to the Evaluation system.
- ✘ Teaching Portfolio PDF document not yet uploaded. This must be prepared as a PDF document then uploaded to the Evaluation system.
- ✘ Self-Evaluation (optional).

[Click here to review related documents](#)

- Dean's Memorandum
- Provosts' Memorandum
- Calendar
- Tutorial
- 2011 Rating Categories
- Guidelines for Teaching Distribution of Effort
- Curriculum Vitae Guidelines
- Common Mistakes
- AR 3:10 Policies for Faculty Performance Review
- AR 3:11 Tenured Faculty Review and Development Policy

For questions or assistance, please email: AG-EVAL-L@LSV.UKY.EDU

Next, click the **My Performance information** link in the black navigation bar

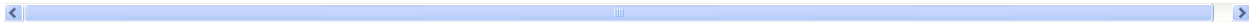
This page lists your information from the Faculty Database system and the Faculty Effort System.



To upload your Curriculum Vitae PDF document, click the "CV document" link in the black navigation bar.
 To upload your Teaching Portfolio PDF document, click the "Teaching Portfolio document" link in the black navigation bar.
 To complete an optional self-evaluation, click the "Optional Self-Evaluation" link in the black navigation bar.

						Distribution of Effort (DOE)											
						Instruction			Research			Extension			Special Assignment(s)		
Name	Dept	Rank	Title Series	Initial Appt Date	Date Received Tenure (if applicable)	2010 Cal Yr	2011 Cal Yr	2-Yr Avg	2010 Cal Yr	2011 Cal Yr	2-Yr Avg	2010 Cal Yr	2011 Cal Yr	2-Yr Avg	2010 Cal Yr	2011 Cal Yr	2-Yr Avg
Member, Faculty	BAE	Asst Prof	Regular	03/01/2006		20	20	20	60	60	60	10	10	10	10	10	10

For questions or assistance, please email: AG-EVAL-L@LSV.UKY.EDU



To upload your CV document, click the **CV document** link in the black navigation bar.

Next, click the Select File button in the Curriculum Vitae (CV) box.

This will open a dialog box that allows you to navigate to your previously-prepared CV PDF document.

Select the document from your local workstation and the upload process will begin.

If you find a change is needed after uploading your CV document, you may upload the document again. The document is overwritten on each upload.

THE UNIVERSITY OF KENTUCKY College of Agriculture

UKAg On-Line Faculty Evaluation System - for calendar years 2010 & 2011

Home / Checklist CV document Teaching Portfolio document Optional Self-Evaluation Logout

To upload your Curriculum Vitae PDF document, click the "CV document" link in the black navigation bar.
To upload your Teaching Portfolio PDF document, click the "Teaching Portfolio document" link in the black navigation bar.
To complete an optional self-evaluation, click the "Optional Self-Evaluation" link in the black navigation bar.

						Distribution of Effort (DOE)											
						Instruction			Research			Extension			Special Assignment(s)		
Name	Dept	Rank	Title Series	Initial Appt Date	Date Received Tenure (if applicable)	2010 Cal Yr	2011 Cal Yr	2-Yr Avg	2010 Cal Yr	2011 Cal Yr	2-Yr Avg	2010 Cal Yr	2011 Cal Yr	2-Yr Avg	2010 Cal Yr	2011 Cal Yr	2-Yr Avg
Member, Faculty	BAE	Asst Prof	Regular	03/01/2006		20	20	20	60	60	60	10	10	10	10	10	10

CURRICULUM VITAE (CV)

- **All** faculty are required to upload their Curriculum Vitae (CV) as a PDF document.
- This document should include narratives and special assignment information for calendar years 2010 and 2011.
- Be sure your SSN **does not** appear on your CV document.
- You may upload your CV document multiple times. The system retains the last uploaded document.

Click the Select File button below to begin uploading your CV document.

No document uploaded

To upload your Teaching Portfolio document (for teaching faculty only), click the **Teaching Portfolio document** link in the black navigation bar.

Next, click the Select File button in the Teaching Portfolio box.

This will open a dialog box that allows you to navigate to your previously-prepared Teaching Portfolio PDF document.

Select the document from your local workstation and the upload process will begin.

If you find a change is needed after uploading your Teaching Portfolio document, you may upload the document again. The document is overwritten on each upload.

THE UNIVERSITY OF KENTUCKY College of Agriculture

UKAg On-Line Faculty Evaluation System - for calendar years 2010 & 2011

Home / Checklist CV document Teaching Portfolio document Optional Self-Evaluation Logout

To upload your Curriculum Vitae PDF document, click the "CV document" link in the black navigation bar.
To upload your Teaching Portfolio PDF document, click the "Teaching Portfolio document" link in the black navigation bar.
To complete an optional self-evaluation, click the "Optional Self-Evaluation" link in the black navigation bar.

						Distribution of Effort (DOE)											
						Instruction			Research			Extension			Special Assignment(s)		
Name	Dept	Rank	Title Series	Initial Appt Date	Date Received Tenure (if applicable)	2010 Cal Yr	2011 Cal Yr	2-Yr Avg	2010 Cal Yr	2011 Cal Yr	2-Yr Avg	2010 Cal Yr	2011 Cal Yr	2-Yr Avg	2010 Cal Yr	2011 Cal Yr	2-Yr Avg
Member, Faculty	BAE	Asst Prof	Regular	03/01/2006		20	20	20	60	60	60	10	10	10	10	10	10

TEACHING PORTFOLIO

- Faculty with teaching DOE are required to upload their Teaching Portfolio as a PDF document.
- This document should include instructional activities for calendar years 2010 and 2011.
- Be sure your SSN **does not** appear on your Teaching Portfolio document.
- You may upload your Teaching Portfolio document multiple times. The system retains the last uploaded document.

Click the Select File button below to begin uploading your Teaching Portfolio document.

No document uploaded

If you wish to complete the optional self-evaluation, click the **Optional Self-Evaluation** link in the black navigation bar.

This page will allow you to apply a self-rating and provide strengths and improvement suggestions. It is suggested that text for the strengths and improvement suggestions be prepared ahead of time and pasted into the web application text boxes.

THE UNIVERSITY OF KENTUCKY College of Agriculture

UKAg On-Line Faculty Evaluation System - for calendar years 2010 & 2011

Home / Checklist CV document Teaching Portfolio document **Optional Self-Evaluation** Logout

To upload your Curriculum Vitae PDF document, click the "CV document" link in the black navigation bar.
 To upload your Teaching Portfolio PDF document, click the "Teaching Portfolio document" link in the black navigation bar.
 To complete an optional self-evaluation, click the "Optional Self-Evaluation" link in the black navigation bar.

Name	Dept	Rank	Title Series	Initial Appt Date	Date Received Tenure (if applicable)	Distribution of Effort (DOE)											
						Instruction			Research			Extension			Special Assignment(s)		
						2010 Cal Yr	2011 Cal Yr	2-Yr Avg	2010 Cal Yr	2011 Cal Yr	2-Yr Avg	2010 Cal Yr	2011 Cal Yr	2-Yr Avg	2010 Cal Yr	2011 Cal Yr	2-Yr Avg
Member, Faculty	BAE	AsstProf	Regular	03/01/2006		20	20	20	60	60	60	10	10	10	10	10	10

OPTIONAL SELF EVALUATION

Self-Ratings:

	DOE 2010 Cal Yr	DOE 2011 Cal Yr	DOE 2-Yr Avg	Curent Self Rating	Change Self Rating
Instruction:	20	20	20		<input type="button" value="v"/>
Research:	60	60	60		<input type="button" value="v"/>
Extension:	10	10	10		<input type="button" value="v"/>
Special Assignment(s):	10	10	10		<input type="button" value="v"/>
Overall Self-Rating:					<input type="button" value="v"/>

Provide self-ratings above then click the Update button.

STRENGTHS

Click the Edit button to type your text.

IMPROVEMENT SUGGESTIONS

Click the Edit button to type your text.

Click the Home / Checklist link in the black navigation bar to review your progress. For any changes, simply click the appropriate item in the black navigation bar.

THE UNIVERSITY OF KENTUCKY College of **Agriculture**

UKAg On-Line Faculty Evaluation System for calendar years 2010 & 2011

Home / Checklist My Performance Information Logout

Click the "My Performance Information" link in the black navigation bar above to manage your information.

Performance Item Checklist:

- ✓ Curriculum Vitae PDF document - uploaded 9/26/2011 8:55:26 AM
- ✓ Teaching Portfolio PDF document - uploaded 9/26/2011 8:55:44 AM
- ✓ Self-Evaluation (optional).

[Click here to review related documents](#)

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